



**BODOLAND TERRITORIAL COUNCIL  
OFFICE OF THE DIRECTORATE OF SPORTS & YOUTH WELFARE, DEPTT.  
BTC..... KOKRAJHAR.**

No.CHD/Sports/QTN/12/Pt.-I/2022-23/ **876**

Dated Kokrajhar the 10<sup>th</sup> February, 2023.

**INVITATION FOR BIDS**

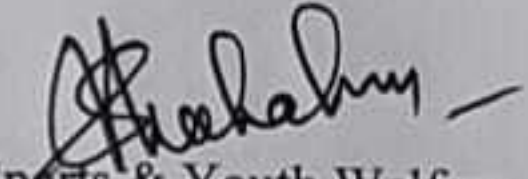
Tender No – BTC/Sports/01 of 2022-23(Re-Tender).

The CHD, Sports & Youth Welfare, BTC, Kokrajhar invites e-Tender for Procurement of Sports Items under SOPD Fund for the year 2022-23 as detailed in the table below-

Sl No.	Name of Work	Estimated Amount	EMD (In Rs.)	Cost of Bid Document (in Rs.)
01	Procurement of Sports Items under SOPD Fund for the year 2022-23	1,20,00,000/-	Rs. 2,40,000/- (GNL) and Rs. 1,20,000/- (ST/SC/OBC)	2,400/-

Details may be seen at website <http://assamtenders.gov.in> and [www.syw.bodoland.gov.in](http://www.syw.bodoland.gov.in) and also in the office of the undersigned during office hours.

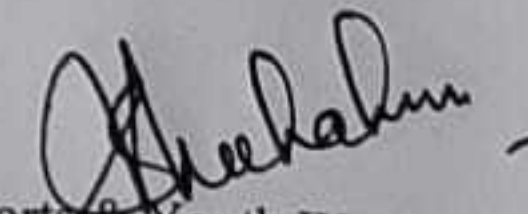
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2. Tender Processing Fees (Non-Refundable) and Earnest Money / Bid Security (refundable) are to be paid online.
3. **THE CHAIRMAN PURCHASE COMMITTEE RESERVES THE RIGHT TO ACCEPT/REJECT ANY TENDER IN PART OR ALL WITHOUT ASSIGNING ANY REASON, WHATSOEVER.**

  
I/c, CHD, Sports & Youth Welfare,  
BTC, Kokrajhar & Youth Welfare  
B.T.C., Tiaguri, Kokrajhar  
Dated Kokrajhar the 10<sup>th</sup> February, 2023.

Memo No.CHD/Sports/QTN/12/Pt.-I/2022-23/ **876** (A)

Copy to:-

1. Sr. S.O. to the Hon'ble CEM, BTR for favour of kind appraisal of the Hon'ble CEM, BTR.
2. Sr. S.O. to the Hon'ble E.M. Sports & Youth Welfare Deptt., BTC, Kokrajhar for favour of kind appraisal of the Hon'ble E.M.
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5. The Under Secretary, GAD, IT Cell, BTC, Kokrajhar with a request to upload the above Notice Inviting Tender in the website of the BTC.
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7. The Office NOTICE Board.
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**TENDER SCHEDULE**

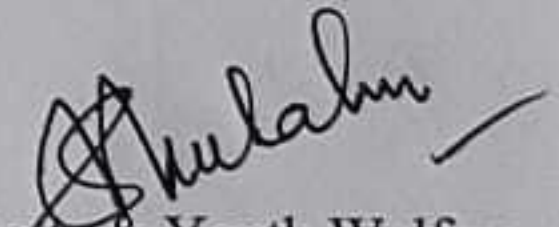
**Tender No – BTC/Sports/01of 2022-23 (Re-Tender).**

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5	Technical Bid Opening	20-02-2023	3.30 PM	-	-

Note:-

1. In the event of any Holiday, same time on the next working day shall be taken in to account.
2. Technical Bid submitted manually will be accepted till **20-02-2023 up to 3.00 PM.**

The undersigned reserves the right to change the Opening Time and Date of the Tender because of Administrative Reason by notifying the same on the website. The Department will not be liable of any delay in submission of Tenders and System Errors (**If any**).

  
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OFFICE OF THE DIRECTORATE OF SPORTS & YOUTH WELFARE, DEPTT.  
BTC..... KOKRAJHAR.

No.CHD/Sports/QTN/12/Pt.-I/2022-23/ 877

Dated Kokrajhar the 10<sup>th</sup> February, 2023.

**PRESS NOTICE INVITING TENDER**

Tender No – BTC/Sports/01 of 2022-23 (Re-Tender).

The CHD, Sports & Youth Welfare, BTC, Kokrajhar invites e-Tender for **Supply of Sports Items under SOPD Fund the year 2022-23** for contract value of Rs. 1,20,00,000/- (Rupees One Crore Twenty Lakh) only under the office of the CHD, Sports & Youth Welfare, BTC, Kokrajhar from eligible suppliers.

The details may be seen at the website <http://assamtenders.gov.in> and [www.syw.bodoland.gov.in](http://www.syw.bodoland.gov.in) and also in the office of the undersigned during office hours.

**N.B.:-** The bill of the contractor will be paid only after receiving the fund from BTC.

I/c, CHD, Sports & Youth Welfare,

BTC, Kokrajhar.

CHD, Sports & Youth Welfare

BTC, Taguri, Kokrajhar

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**BIDDING DOCUMENTS**  
**FOR**  
**SUPPLY OF SPORTS ITMES**  
**UNDER SOPD FUND FOR THE YEAR 2022-23.**

**TENDER NO – BTC/SPORTS/01OF 2022-23 (Re-Tender)**

Address for Communication.

Office of the CHD, Sports & Youth Welfare

BTC, Kokrajhar

P.O. Titaguri, PIN-783370.





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## **TERMS AND CONDITIONS**

- [A] 1. The technical bid manually will be received as per the Tender Scheduled and will be opened in presence of intending vendors.
2. Approximate quantities of Sports Items as per specification, approved by concerned \*National Sports Federations\* are to be supplied as follows:

Sl No	Name of Items	Specifications	Quantity
1.	Football	(Nivia, Shining Star Size:5)	01 Nos.
2.	Football Goal Post Net	( Best Quality, 8th Ply)	01 Set.
3.	Volleyball	Nivia	01 Nos.
4.	Volleyball Net	(Nylon Best Quality)	01 Set.
5.	Jersey (T-Shirt & Pant, Set of 16)	GWS/AGON or Equivalent.	01 Set.
6.	Archery Target (Buttress with Stand, 4ft x 4ft)	Standard Quality.	01 Set.
7.	Archery Target Face & Pin	Standard Quality.	01 Set.
8.	Carrom Board, 42" (6 mm Fly)	Rhino or Equivalent.	01 Nos.
9.	Carrom Board Coins (6 mm)	GWS or Equivalent	01 Box.

[B] **Technical Qualification/Eligibility Criteria of the Bidder:**

- i. The bidder must be a company/firm registered under relevant Act. and based in BTC area and must be in operation for last 5 (Five) years.
- ii. The must have achieved an average annual turnover of Rs. 100.00 Lakh during proceeding in 3 (Three) years.
- iii. The bidder must have experience of supplying sports goods to a minimum 02 (two) in BTC or State level clients during last 3 (three) years.
- iv. Joint venture shall not be allowed to participate in the bid.
- v. Sample of items in best quality in respect of each and every brand quoted must be submitted.
- vi. Period of validity of rates quoted must be mentioned & it should be valid for 6 (Six) months.

[C] **Delivery conditions:**

- i. The supply of items shall have to be completed within 60 (Sixty) days from the issuance of the supply order.
- ii. The goods/items as per order shall have to be supplied to the office of the District Sports Offices under BTR i.e. Kokrajhar, Chirang, Baksa & Udalguri and the same shall be duly received and certified by the recipient authority, both in terms of quantity and quality.

[D] **Bidder must submit:**

- i. Court Fee Stamp of Rs. 8.25 (Eight Rupees and Twenty Five paisa)
- ii. Tender Fee and Earnest Money Deposit (**Online**)
- iii. Registration Certificate of the bidder (Company/Firm) under relevant Act.
- iv. Turn Over Certificate for last 3 (Three) years.
- v. Income Tax Return of last 3 (Three) years.
- vi. PAN Card & Adhar Card.
- vii. GST Registration Certificate.
- viii. Trade License.
- ix. Affidavits – mentioned in the Technical Documents
- x. Work Experience Certificate.
- xi. Registration Certificate issued by competent Authority for manufacturing of Sports goods.
- xii. Certificate of the National Sports Federation for approved specification of Sports goods.
- xiii. Bid Form
- xiv. Declaration
- xv. Undertaking
- xvi. Sample in respect of each and every brand quoted.



**[E] Tender Process/Submission of Bid:**

- i. Potential bidder must complete the Undertaking at **ANNEXURE- A**.
- ii. Apart from online submission of the bid, the bidder will be required to submit a hard copy of the bid in 1 (one) envelope. Envelope shall be sealed and which must be super-scribed as **“Supply of Sports Items under SOPD Fund the year 2022-23”** and address to the CHD, Sports & Youth Welfare, BTC, Kokrajhar, Titaguri- 783370. The individual envelope shall be marked as **“Technical Bid”**.
- iii. Only one original form of proposal signed by the Authorized Signatory in ink is required by the Authority. No type or pencil signatures will be accepted. The proposal submitted must be without any overwriting, corrections, double typing etc.
- iv. The Cover thus prepared should also indicate clearly the name, address, e-mail address and telephone/mobile no. of the bidder.
- v. The Technical bid should be page numbered separately and should contain the list of contents with page nos. The deficiency in documents may result in rejection of the bid.
- vi. The sealed envelope containing the required materials of bid will be received manually in the office of the CHD, Sports & Youth Welfare, BTC, Kokrajhar, as per the Tender Scheduled. Envelopes/documents received after the above stated time and date will be rejected forthwith.

**[F] Preparation of Bid Documents:**

**1. Technical Bid:**

- i. The Technical Bid should contain a profile of the bidder in the form prescribed at **ANNEXURE-B**.
- ii. The bidder should submit documents as per list as prescribed at [B] & [D] above.
- iii. All the pages of Bid documents should be signed by the bidder.
- iv. Technical Bid will be opened as per the Tender Scheduled in the office of the CHD, Sports & Youth Welfare, BTC, Kokrajhar in presence of bidders or their authorized representatives.

**Sealing and marking of Bids**

1. The bid both Technical and Financial Bid will have to submit on-line through [www.assamtenders.gov.in](http://www.assamtenders.gov.in)
2. However Bidders shall submit the Technical Bid in sealed envelope duly marking the envelope as **“Technical Bid”** as well as Sample in respect of each and every brand quoted items to the following address.
3. The inner and outer envelopes shall be:

**Addressed to the Purchaser at the following address:**

Office of the CHD  
Sports & Youth Welfare Department  
Bodoland Territorial Council,  
Kokrajhar -783370, BTR, Assam.

**2. Financial Bid:**

- i. The bidder shall have to submit Financial Bid online only as per **Bo** uploaded.
- ii. The Financial Bid of the bidder shall be inclusive all Taxes, duties, levies & other charges including Service Tax.
- iii. The Authority shall take into account all Taxes, duties, levies & other charges for purpose of evaluation.
- iv. Period of validity of rates must be mentioned and it should be valid for 1 (One) year.
- v. The date and time for opening of Financial Bid of only technically qualified bidders will be decided/notified separately.

The bidders or their authorized representative(s) may attend the opening of the Financial Bids on the date, time and venue fixed.

### 3. Evaluation of Bid:

a) The bid shall be evaluated in 2(two) stage system as below:

i.	Technical Qualification	-	60 %
ii.	<u>Financial Qualification</u>	-	40%
	Total	-	100%

Finally, the bids shall be evaluated on quality cum cost basis.

b) Evaluation of Technical Bids will be based on the quality and superiority of the Technical Bid of the bidder. The evaluation would consist of following phases:

Phase I	:	Evaluation of Technical Bids.
Phase II	:	Evaluation of Financial Bids.
Phase III	:	Combined evaluation of Technical and Financial Bids.

It is mandatory for the bidder to obtain minimum technical marks as decided by the Technical Evaluation Committee to be technically qualified and for being considered for opening their Financial Bid and evaluation thereof. However, the bidders who do not meet the eligibility criteria, their Financial Bid shall not be opened.

### 4. Phase : I Evaluation of Technical Bids:

- The Authority will first open the Technical Bid and will assess the merit on the basis of technical competence, capability and quality of samples with regards to standard specification and quality which will be assessed by the Technical Committee.
- The Technical Bid will be analyzed and evaluated and the Technical Bid marks shall be assigned to each bid on the basis of following matrix:

Bid Component	Maximum Technical Score	Minimum Qualification Score
A. Required Documents	Total -50	40
i. Proof of Registered Company/Firm under relevant Act.	10	
ii. Proof of Annual turnover, Income Tax Return, PAN Card, Adhar Card, GST Certificate.	10	
iii. Proof of Trade License, Registration Certificate for Manufacturing of Sports Goods.	10	
iv. Affidavit, Bid Form, Declaration	10	
v. Experience supplying Sports Goods to a minimum of 2 (two) in BTC, State or National level Clients.	10	
B. Samples as per specification and quality as assessed by the Technical Committee	Total - 50	40
Specification/Quality	50	
Grand Total :-	100	80

### Analysis of Technical Bid:

- In this part, the Technical Bid will be analyzed and evaluated and the Technical Bid marks ( $S_{tm}$ ) shall be assigned to each bid on the basis of above evaluation matrix.
- The technical evaluation will have minimum qualification score and only those Technical Bids receiving marks greater than or equal to cut-off marks will be eligible for consideration in Financial Bids. If required, the Authority may seek specific clarifications from any or all bidder(s) at this stage. The Authority shall determine the Bidder that qualify for the next phase after reviewing the clarifications provided by the bidder(s).



iii. Technical Bid Score: The Technical Bid score  $S_t$  of the bidder shall be derived as under

$S_t = (S_{tm}/S_h)$ , where

$S_t$  is the Technical Bid Score

$S_{tm}$  = Total Technical Bid marks of the bid under consideration

$S_h$  = Highest total Technical Bid marks amongst all evaluated bids.

iv. The Authority reserves the right to modify the evaluation process at any time during the bid process, without assigning any reason, whatsoever and without any requirement of intimating the bidder of any charge. At any time during the process of evaluation, the Authority may seek specific clarification from any or all Bidders.

**5. Phase II : evaluation of Financial Bids :**

In this phase, the Financial Bids of the bidder, who are technically qualified in Phase I, shall be opened. Formula to determine the score for the Financial Bid shall be as follows:

$S_f = (F_l / F)$ ,

**Where**

$S_f$  is the Financial Bid Score

$F_l$  is the Value of lowest Financial Bid

$F$  is the price (percentage) quoted in the bid under consideration

**6. Phase III : Combined Evaluation of Technical & Financial Bid:**

i. The Total Score of the bidder will be determined as under

**Total Score ( $T_s$ ) =  $0.60 \times S_t + 0.40 \times S_f$**

ii. The Bid of the bidder who obtains the highest  $T_s$  value, will be rated as the best Bid. In the event of a tie, the bid with the highest technical score ( $S_t$ ), will be rated as the best bid. Beyond that, Authority will decide the matter in its full discretion.

iii. The Authority will award the contract to the successful bidder whose bid has been determined to be substantially responsive and has been determined as the best bid, provide further that that Bidder is determined to be qualified to perform the contract satisfactorily. The Authority shall, however, not bind itself to accept the best bid or any bid and reserves the right to accept any bid, wholly or in part.

**[G] Right to vary scope of work at the time of Award:**

The Authority may at any time by a written order given to the bidder, make changes within the general scope of the work. If any such change causes an increase or decrease in the cost of, or the time required for, the bidder's performance of any part of the work, whether charged or not charged by the order, an equitable adjustment shall be made in the agreed Price or delivery schedule, or both, and the work order shall accordingly be amended.

**[H] Right to accept any Bid and to reject any or all Bids:**

The Authority reserves the right to accept any bid, and to annul the bid process and reject any or all bids at any time prior to award of work, without thereby incurring any liability to the affected bidders or bidder or any obligation to inform the affected bidder or bidder of the grounds for the Authority's action.

**[I] Notification Award:**

Prior to the expiration of the period of bid validity, the Authority will notify the successful bidder by e-mail or in writing by registered letter that its bid has been accepted.

**[J] Issuing the Work Order:**

At the same, as the Authority notifies the successful Bidder that its bid has been accepted, the Authority will issue the Work Order and the successful Bidder shall have to complete the works within the stipulated time frame within which the works are to be performed/completed as per time schedule enclosed with the Work Order.

**[K] Rejection Criteria:**

- i. Incomplete bids that do not quote for the complete scope of works as indicated in the bidding documents, addendum, if any, and any subsequent information given to the bidder.
- ii. Tender submitted without the prescribed Earnest Money Deposit (EMD) shall be summarily rejected.
- iii. Bids providing information that are found to be incorrect/misleading at any stage/time during the bidding process.
- iv. Technical bid containing Financial Details.
- v. Bids that reveal prices in any form or by any reason before opening the financial bid.
- vi. Bids in which the total lump sum price quoted by the bidder is not inclusive of all Taxes, Duties, Levies and Other Charges.
- vii. Bids which do not confirm unconditional validity of the bid for 60 days from the last date of submission of bid.
- viii. Bids where prices are not firm during the entire duration of the contract and/or with any qualifications.
- ix. Bids that do not confirm unconditionally acceptance of full responsibility of executing the "Scope of Works" of this bidder.
- x. Bids in which the bidder seeks to influence the Authority's bid evaluation, bid comparison or contract award decisions.

**[L] General :**

- i. Bidder shall not make any alteration/ charges in the bid after the closing time and date. Unsolicited correspondences from bidder will not be considered.
- ii. If at any stage of bidding process or during the currency of the work, any suppression/ falsification of such information is brought to the knowledge of the Authority, the Authority shall have to right to reject the bid or cancel the work order, as the case may be, without any compensation to the bidder.
- iii. The bidder shall deem to have complied with all clauses in the bid under all the sections/ charges of the Bidding document, unless otherwise stated in the deviation statement. Evaluation will be carried out on the available information in the bid.
- iv. Any other point, which may arise at the time of evaluation, will be decided by Authority for assessment of the bids.

**v. Other important information:**

- i. The Authority is not bound to accept the lowest rate of any bid without assigning any reason for non-acceptance.
- ii. After issuance of the Work Order, the Performance Guarantee/EMD will be forfeited in case of under delays in performance by the Company/Firm.
- iii. The Authority reserves the right to cancel the Work Order of any Agency in case of charge in the procedures or unsatisfactory services.
- iv. In the event of any dispute, the Tribunals and Courts in Kokrajhar will have the exclusive jurisdiction in respect of all matters pertaining to the agreement between the Company/Firm and the Authority.
- v. In case of any dispute arising in the standard, such disputes shall be referred to the BTC, who shall be the Arbitrator and the decision of the BTC shall be Final and binding on the parties.



**[M] Procedure of Payment:**

The paying authority, on production of the following documents shall make payment:

- i. Fund will be released as and when BTC authority sanctions and releases.
- ii. The approved materials shall be supplied as per specification within 60 days, failure to supply within 60 days the supply order shall be cancelled automatically.
- iii. Satisfactory goods receipt certificate by authorized officer.
- iv. The bill shall be submitted in 3 (three) copies by the supplier as per approved rate of BTC.
- v. The bill must be submitted within Receipt Challan and Stock entry certificate by authorized officer.
- vi. No transportation cost shall be paid to the supplier.
- vii. On satisfactory receipt all documents payment will be made to supplier.
- viii. Payment will be made against the full supply of items. No Part or advance payment will be made.
- ix. Taxes and duties like Income Tax, GST etc. will be deducted at source at the time of making payment.
- x. The materials shall have to be supplied to the office of the District Sports Offices under BTR i.e. Kokrajhar, Chirang, Baksa & Udalguri and the same shall be duly received and certified by the recipient authority, both in terms of quantity and quality.
- xi. The Materials shall be replaced while found of manufacturing defect and the authority will not be responsible for damage, theft while transaction of materials.

**[N] Penalty for delay in delivery:**

- i. In case there is delay in delivery beyond the stipulated period as mentioned in delivery clause, the Earnest Money of the bidder will be forfeited.
- ii. Non-performance of the contract provisions shall make the successful Tenderer liable to be disqualified to participate in any tender for next 5 years, in addition to forfeiture of EMD and Performance guarantee and other penal Provision.

**[O] Saving Clause:**

No suit, prosecution or nay legal proceedings shall lie against the purchaser or any person for anything that is done in good faith or intended to be done in purchase of the contract.

**Sd/-**

I/c, CHD, Sports & Youth Welfare,  
BTC, Kokrajhar

**UNDERTAKING**

To,

The CHD, Sports & Youth Welfare,  
BTC, Kokrajhar.

I/We..... (insert business address) hereby submit our proposal in response to the e-Tender Notice for Supply of Sports Items under SOPD Fund for the year 2022-23 under the CHD, Sports & Youth Welfare, BTC, Kokrajhar vide No.....dtd.....and undertake to execute and complete the supply, in accordance with our proposal for the e-Tender requirements as per the final work order to be issued by the Authorities.

This proposal shall remain valid for a period of 60 (Sixty) days from the last date of submission of bid and shall not be withdrawn during this period.

I/we understand that the Authorities reserve the right to accept/reject any application in this regard. I/we also understand that the selection of the suppliers is at their sole discretion.

Authorized Signatory:

Name in full :

Name of the Company/Firm:

Date:

Seal of Company/Firm:



## SUPPLY OF SPORTS ITEMS UNDER SOPD FUND FOR THE YEAR 2022-23

### ANNEXURE- B

#### DETAILS ABOUT BIDDER:

1. Name of the Bidder :

2. Registered Office Address with Phone/Mobile No. :

3. Name of the Contact Person with Mobile No. :

4. Nature of Bidder : Individual/Partnership/Company/Society.  
(Enclosed copy of documents)

5.

Turnover for last 3 (Three) years (enclose copy of Annual Audit Statement )	Year	Total Turnover
	2019-20	
	2020-21	
	2021-22	

6.

Banker with account No. with IFSC and Address (enclose copy of the latest passbook or a certificate from the Banker)	Account No with name of Bank	IFSC No.

7.

GST /TIN No (enclosed copy of Registration Certificate)	
PAN CARD No. (enclose copy)	
Central Excise Registration No. (enclosed copy of the certificate)	

8.

Income Tax Return filed (enclosed copy of returns filed)	Financial Year	It Return File
	2019-20	Yes/ No.
	2020-21	Yes/ No.
	2021-22	Yes/ No.
Audited Annual Accounts for last 3 years duly attested by the chartered Accountant (enclosed copies)	2019-20	Yes/ No.
	2020-21	Yes/ No.
	2021-22	Yes/ No.

The above particulars are true and correct and i/we are responsible for any wrong information.

Signature of the Bidder

Office Seal of the Bidder

Name( in Block Letter) :

Designation :

Name of the Manufacturer :

Full Postal Address :

Phone No. with STD code :

## **DECLARATION BY THE BIDDER**

1. My/our firm has submitted the bid/tender for the following items –

\_\_\_\_\_

2. I have read the tender documents and understood the terms and condition of the bid No \_\_\_\_\_ and I have submitted the bid in accordance with the terms and conditions of the tender documents.
3. My/our firm is not blacklisted and have no cases specifically registered against the firm related to supply and services in any departments of Bodoland Territorial Council. Our firm is not under investigation by Police/ CID for cases registered specifically against the firm. In our firm, we have no individual who is from blacklisted/ investigated firm as a member of the Board of Directors or as a partner or in any other form.
4. I/We have agreed to the validity period of the bid as specified in the bid document.
5. The information furnished in the bid are true and factual and I/we clearly understand that my/our tender is liable for rejection, if any information furnished is found not to be true and not factual at any point of time and the purchaser will have right to initiated action deemed fit against our firm.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Seal and Signature of the bidder



**Affix a passport size photograph of the bidder**

# **BID FORM**

Date: \_\_\_\_\_

To,

The CHD, Sports & Youth Welfare  
Bodoland Territorial Council,  
Kokrajhar – 783370, BTR, Assam.

Sir,

Having examining the Bidding document for Purchase of \_\_\_\_\_  
\_\_\_\_\_, the receipt of which is hereby duly acknowledged, we, the undersigned,  
offer to supply and deliver items as mentioned in quoted bids in conformity with said bidding  
documents for sums as may be ascertained in accordance with the schedule of price of Commercial bid  
as submitted in BOQ and made part of his bid.

I agree to abide by this bid for period of one year from the date fixed for bid opening. Unit a  
formal contract is prepared and executed, this bid, together with your written acceptance thereof and  
your notification of award, shall constitute a binding Contract between us.

**Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2023**

**Signature .....**

**(In the Capacity of) \_\_\_\_\_**

**Duly Authorized to sign Bid for and on behalf of**

.....



## AFFIDAVIT

I/we \_\_\_\_\_ do hereby solemnly affirm and declare as follows:

1. The undersigned hereby certify that all the statements / information furnished in the bid document for the work \_\_\_\_\_ are true and correct to the best of my knowledge.
2. The undersigned also certify neither I have abandoned any work in India nor any contract awarded to us for such works has been rescinded during last five years prior to the date of this bid.
3. The undersigned hereby authorize and requests any Bank, person, Firm or Corporation to furnish pertinent information deemed necessary and requested by the department to verify the statements/ information or regarding my (our) competence and general reputation.
4. The undersigned understand and agrees that further qualifying information may be requested, and agrees to furnish any such information at the request of the department / Project implementing Agency.
5. That my firm or myself is not under any litigation or arbitration till date
6. That I have no relation to any department officer and no any departmental officer under my employment.
7. That my firm have not employed / engaged any retired of Gazetted Officer.

**Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2023.**

**Signature .....**